BEGINNERS   Downloading—BEWARE!
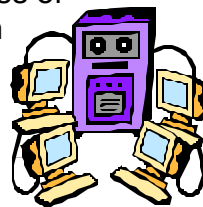
Very good tutorials on downloading can be found on "LearntheNet.com." and "A-List: Downloading tips, FAQs, and more."

Downloading is the term used to describe the process of moving software from someone else's computer into your own computer.

There are four major types of software you can download from the Internet.

- <u>Demoware</u> - lets you "test drive" software before making a decision to purchase it.
- <u>Freeware</u> - is just plain free. It is usually produced by companies that want you to buy something from their mainstream product line.
- <u>Shareware</u> - is produced by freelance authors who usually rely on the honor system for people to pay them.
- <u>Patches/Upgrades</u> - correct or improve software that you already own. [1]

A very good tutorial on downloading can be found on Learn the Net.com at <http://www.learnthenet.com/english/section/download.html>. It covers "How to Do It," "Step-By-Step: Downloading Software," "File Formats and Extensions" and "File Compression."

If you feel that you need more information, a search of ZD Net at <http://xlink.zdnet.com/cgi-bin/texis/zdhelp/zdhelp/search.html?Utext=downloading&Utmp=77> will provide you with a lot of good information <u>and</u> it is sorted into categories for Beginners, Intermediates and Advanced users so you won't get into something way over you head!

BEWARE! Downloads occasionally come with viruses attached, or worse, "spyware"! Whatis?com offers this description of what spyware is and what it does.

"In general, spyware is any technology that aids in gathering information about a person or organization without their knowledge. On the Internet, spyware is programming that is put in someone's computer to secretly gather information about the user and relay it to advertisers or other interested parties. Spyware can get in a computer as a software virus or as the result of installing a new program. Data collecting programs that are installed with the user's knowledge are not, properly speaking, spyware, if the user fully understands what data is being collected and with whom it is being shared." [2]

Special points of interest:

- There are four major types of software you can download from the Internet
- There are two very good tutorials available to help you get started.
- Downloads occasionally come with viruses or "spyware" attached.
- Spyware is any technology that aids in gathering information about a person or organization without their knowledge.

BEGINNERS   Downloading—BEWARE! (Continued)

Beware of spyware!

Robert Camosi's article on ZDNet, "What is Spyware?" <http://www.zdnet.com/zdhelp/stories/main/0,5594,2612053,00.html> is a good discussion of spyware and includes information on ways to determine which downloads contain spyware and how to remove it. There are also links to related information and forums for getting help.

Also check the "Spyware List" at <http://www.alphalink.com.au/~johnf/dspypdf.html>. Last updated on March 16, 2001, it is a good list of offending software.

[1] Definitions from: <u>Beginners Central.</u> Northern Webs. <http://www.northernwebs.com/bc/bc20.html>

[2] <u>Whatis?com</u>. 21 April 2000. Tech Target. com. 9 July 2001. <http://whatis.techtarget.com/definition/0,,sid9_gci214518,00.html>

INTERMEDIATE   Bits & Pieces

Is Google Your Favorite Search Engine?

Google Toolbar™

If so, you'll love the new Google Toolbar! It takes only seconds to install. And once installed, "it automatically appears along with the Internet Explorer toolbar. This means you can quickly and easily use Google to search from any website location, without returning to the Google home page to begin another search." [1]

Be sure to read the pop up screen. Google offers you a choice of two versions. If you select the Advanced Version, which includes Page Rank, Google will be tracking your surfing habits! Page Rank is a measure of a page's quality and is based on the number of links pointing to a page AND the relevance of the material on those pages. Try it, you can always

remove it and use the version without Page Rank if you don't think it's worth being tracked!

You can download the Google Toolbar from <http://toolbar.google.com>.

Do You Practice Safe Power?

Daniel Dern, in his article for ZDNet, says: "There's no longer any excuse to not have a UPS, as opposed to just a surge protector." [2] Below, are included his entertaining and informative reasons.

"In my opinion/experience, in terms of impact on ability to use one's computer's) and data, virus protection is less important than power protection.

The odds of 'contracting' a virus aren't necessarily high. (Some of this depends, of course, on how well you practice 'safe hex'

INTERMEDIATE   Bits & Pieces (Continued)

precautions, along with how connected you are, and with whose Outlook mailbooks you're listed in, how savvy your mail partners are, etc.)

On the other hand, the odds of a desktop computer running on A/C currents being subject to a power event are, and were even before this past year's electro-utility follies, high. Whether due to an electrical storm, too many air conditioners, somebody running both the toaster and microwave at the same time, a delivery truck hitting the power pole or whatever, sooner or later, something's likely to cause the power going to your computer to dip or stop.

And most computers don't handle this too well, to put it mildly.

The clock-radio in the bedroom weathers power outages using only a simple nine-volt battery. For a computer, it takes a little more.

Fortunately, the equipment needed to problem-proof desktop computers is pretty straightforward: an uninterruptible power supply (UPS)." [3]

I use a UPS, do you?

[1] Google Toolbar. 2001. Google. 11 July 2001. <http://toolbar.google.com>.
[2&3] Dern, Daniel. "Practicing Safe Power." BYTE.com. 27 April 2001. CMP Media LCC. 12 July 2001. <http://www.byte.com/documents/s=596/BYT20010427S0006/>

> "Fortunately, the equipment needed to problem-proof desktop computers is pretty straightforward: an uninterruptible power supply (UPS)."

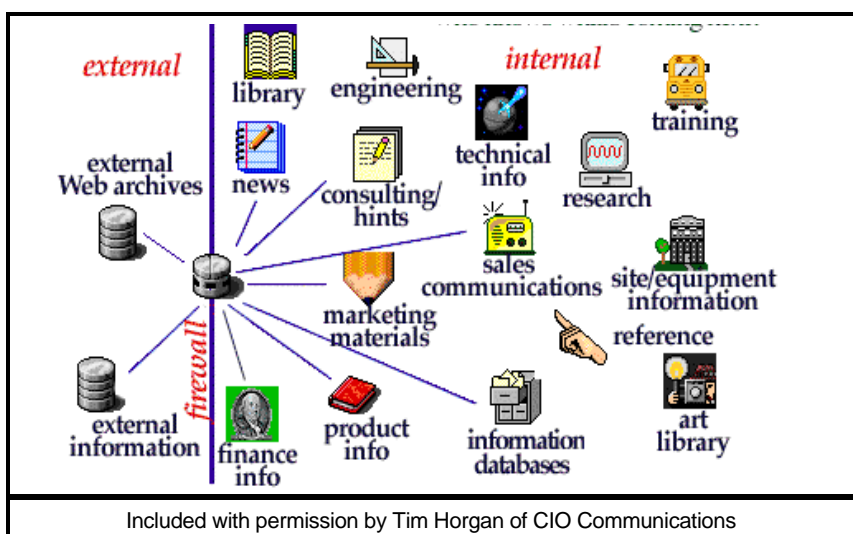## ADVANCED   **Intranets For Law Firms**

In a recent Forrester Research Inc. survey of 50 Fortune 1000 companies, 96 percent were either building or already using intranets. [1]

"A network based on TCP/IP protocols (an internet) belonging to an organization, usually a corporation, accessible only by the organization's members, employees, or others with authorization. An intranet's Web sites look and act just like any other Web sites, but the *firewall* surrounding an intranet fends off unauthorized access.

Like the Internet itself, intranets are used to share information. Secure intranets are now the fastest-growing segment of the Internet because they are much less expensive to build and manage than private networks based on proprietary protocols. "[2]

The illustration below, An Intranet Reference Model illustrates how an intranet is separate from the Internet and what types of information are usually present on a corporate intranet.

Included with permission by Tim Horgan of CIO Communications

ADVANCED **Intranets For Law Firms** (Continued)

> "The goal of a good legal intranet is to provide the knowledge you need, when you need it, to practice law most effectively." [3]

For more information on intranets:

Intranet Introduction at <http://www.intrack.com/intranet/introd.shtml>

Intranet-Powered Law Practice: What It Will Mean for Lawyers and Clients at: <http://www.prilaw.com/intranet_powered_law_practice.htm>

Complete Intranet Resources at <http://www.intrack.com/intranet/>

Intranet Research Center at <http://www.cio.com/forums/intranet/>

In addition to the corporate material usually found on intranets the following materials are from law firm intranets provided by law librarians on the Lawlib listserve gathered by Mindy Klasky and posted 10/2700.

Firm information:
- an in-house searchable database of our attorneys
- list of new client matters with case numbers, primary billing attorney & responsible attorney
- list of firm's committees and firm committee meeting notes
- list of attorneys by practice group
- firm-wide phonebook with pictures
- maps of each floor showing who is in which office
- firm policies and manuals
- conference room schedules
- frequently used document templates

Training information:
- internet tutorials
- litigation training
- computer support (basic how-to's for common questions like how to set up your voicemail)

- CLE calendar and topical listing with online brochures
- orientation sessions (both intro and more advanced) including policies, who to ask for what

Human Resources Dept:
- vacation schedules
- firm calendar
- list of who is attending which conference
- firm-wide language proficiencies
- social events
- vacation schedules of support staff
- frequently used forms
- summer associate directory
- "Who does?"... list, e.g. who fixes phones, new toner cartridges, etc.
- retirement information (how the various retirement funds are doing, updated quarterly)

Important Web links:
- Lexis
- WestLaw
- Bar Associations (national, state and local)
- court links

[1] "Intranets…" WebBusiness. 1997. CIO Communications, Inc. 12 July 2001. <http://www.cio.com/WebMaster/sem1_why_use.html>

[2] Internet.com (Webopedia). 2001. INT Media Group Incorporated. 17 July 2001. <http://www.pcwebopedia.com/TERM/i/intranet.html>

[3] Pritchard, LaVern A. "Intranet-Powered Law Practice: What It Will Mean for Lawyers and Clients." 1998. Law Office of LaVern A. Pritchard. 16 July 2001. <http://www.prilaw.com/intranet_powered_law_practice.htm >

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